

Comstock Community Learning Center
1046 River Street
Kalamazoo, MI 49048
269-345-7243

Job Closing Date: September 28, 2016

Education Aide Position (Comstock Township)

The Community Learning Center in Kalamazoo (Comstock area) is currently hiring for a Education Aide position. The Community Learning Center is an early education facility that provides care for children ages 6 weeks to 12 years of age. Our program is NAECEYE certified. Interested candidates must be professional, responsible, warm, and caring individuals who truly desire to care for and educate young children. This position involves educating, supervising, and meeting all of the basic needs of children ages 2 years 9 months - 4 years.

Candidate will:

- Utilize developmentally appropriate practice methods at all times
- Implement the activities based on the education curriculum
- Plan daily experiences that are developmentally appropriate for the age of the children
- Complete weekly lesson plans and monthly newsletters per CLC policy
- Engage with children in activities and play
- Appropriately supervise children while keeping them safe at all times
- Effectively manage a large group of children utilizing appropriate classroom management techniques
- Serve snacks to children and clean up the preparation and eating areas afterward
- Help maintain a clean, organized, and safe work environment
- Interact with parents daily and speak with them about their child

Qualifications Candidates must:

- Be at least 18 years of age
- Possess a High School Diploma
- Have a certificate in early childhood education or currently working towards the completion of certification

Required Clearances:

- Background checks with the State of Michigan and the Department of Human Services
- Complete a Tuberculosis test prior to start of employment
- Be CPR, First Aid, and Blood Borne Pathogen trained or willing to obtain training upon hire
- Be customer service orientated and professional
- Possess a strong work ethic, be punctual, and have minimal absences
- Be a positive role model for the children in the program
- Be able to kneel, bend, squat and lift
- Be available to work daily and able to work as early as 6:30am as late as 6:30pm Monday through Friday depending on the need of the clients.

All interested candidates should provide a resume, cover letter (optional) and any applicable college transcripts by email at hr@comstockcc.com, fax 269-492-0909, or drop off at 1046 River Street, Kalamazoo, MI 49048.